NEA-GO Instructions

U.S.-Japan Creative Artists Exchange

JUSFC Japan~United States Friendship Commission

ART WORKS. arts.gov

Questions and more information

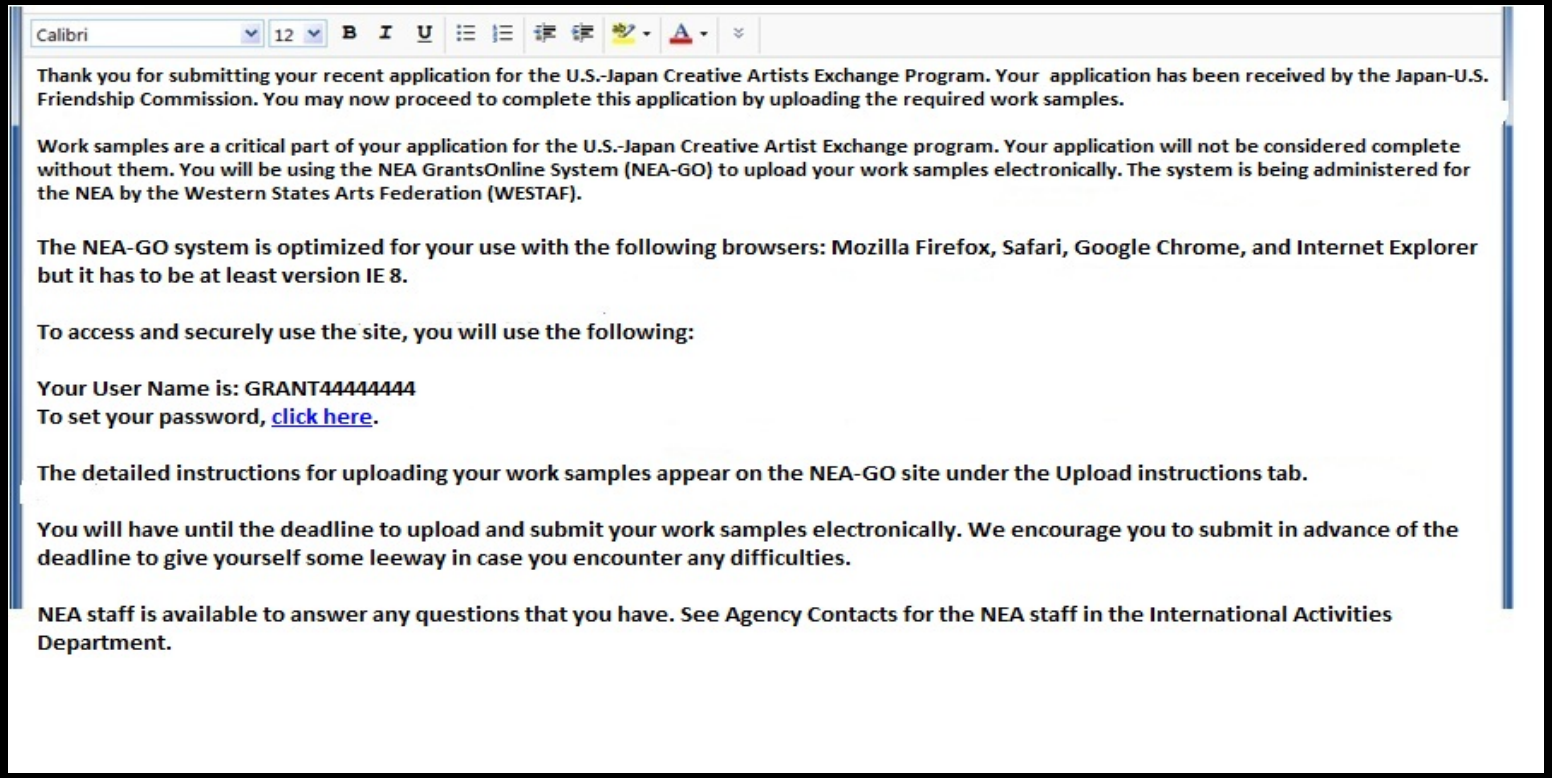
Please Contact:

Guiomar Ochoa

Email: ochoag@arts.gov

ART WORKS.
arts.gov

Step 1: Email From WESTAF



Calibri 12 B I U

Thank you for submitting your recent application for the U.S.-Japan Creative Artists Exchange Program. Your application has been received by the Japan-U.S. Friendship Commission. You may now proceed to complete this application by uploading the required work samples.

Work samples are a critical part of your application for the U.S.-Japan Creative Artist Exchange program. Your application will not be considered complete without them. You will be using the NEA GrantsOnline System (NEA-GO) to upload your work samples electronically. The system is being administered for the NEA by the Western States Arts Federation (WESTAF).

The NEA-GO system is optimized for your use with the following browsers: Mozilla Firefox, Safari, Google Chrome, and Internet Explorer but it has to be at least version IE 8.

To access and securely use the site, you will use the following:

Your User Name is: GRANT44444444
To set your password, click here.

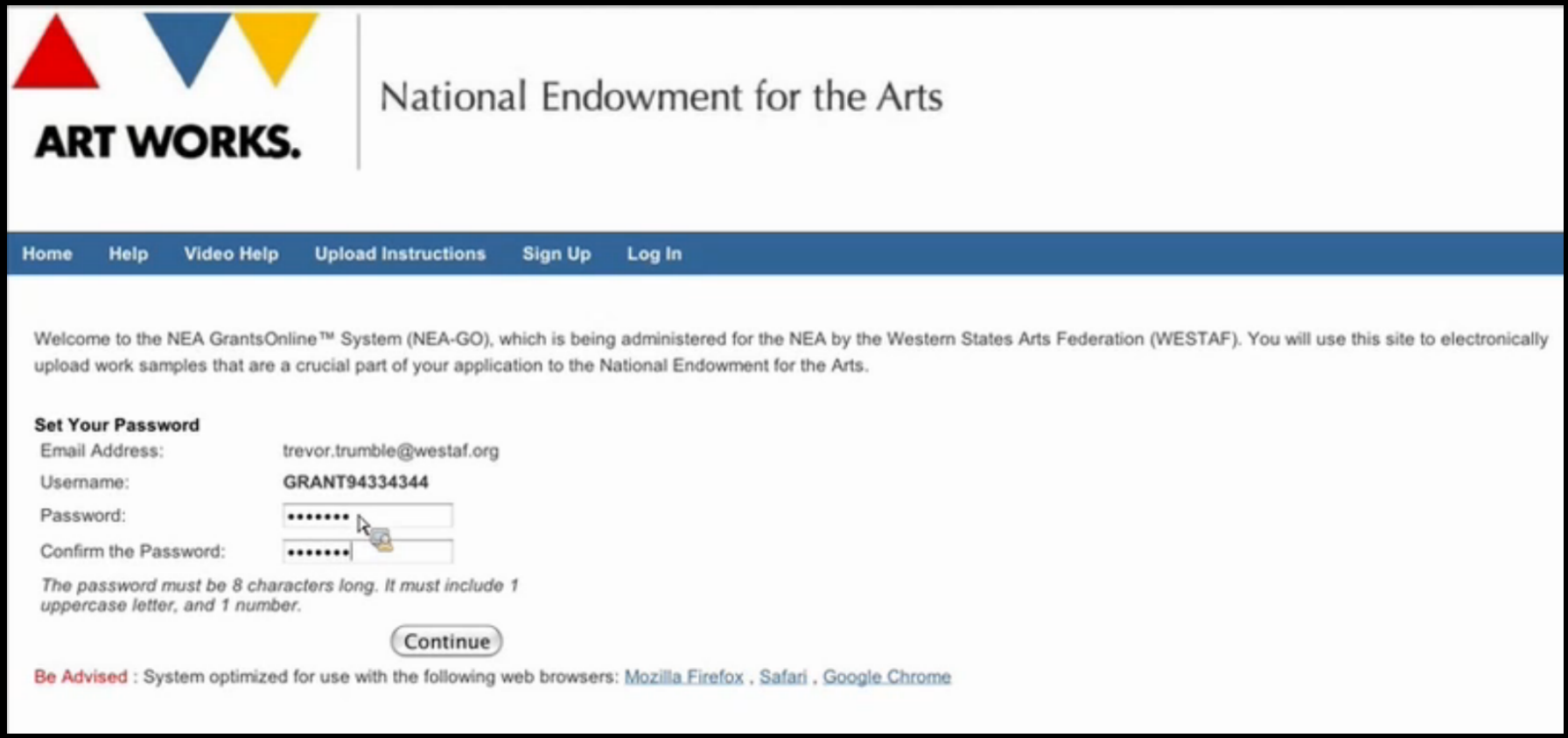
The detailed instructions for uploading your work samples appear on the NEA-GO site under the Upload instructions tab.

You will have until the deadline to upload and submit your work samples electronically. We encourage you to submit in advance of the deadline to give yourself some leeway in case you encounter any difficulties.

NEA staff is available to answer any questions that you have. See Agency Contacts for the NEA staff in the International Activities Department.

You will receive this email from WESTAF once you begin your application with NEA-GO. Locate your provided User Name, and click the link to reset your password.

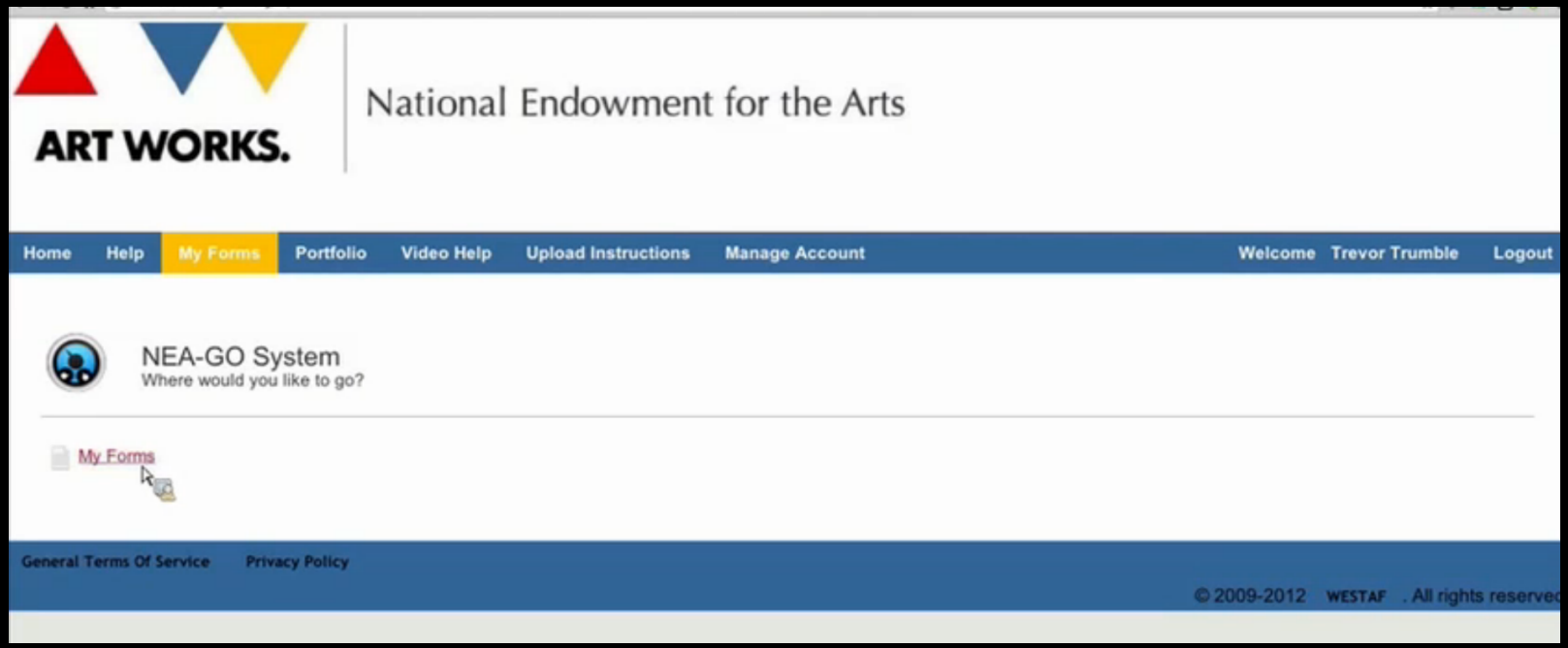
Step 2: Reset Your Password



After clicking the link from the email, this screen will appear. Reset your password. This will be your new login information.

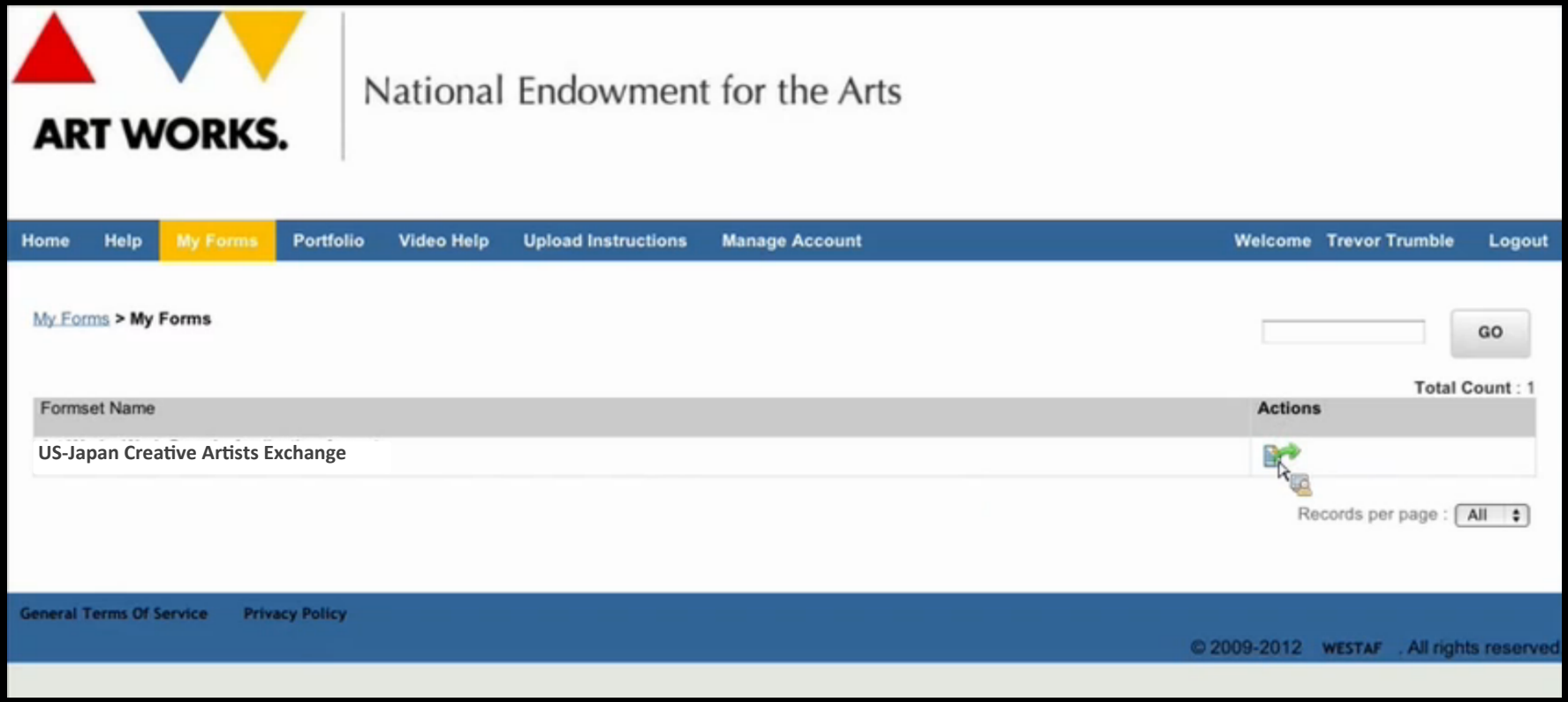
Note: The password must be 8 characters long, and must include 1 uppercase letter and 1 number

Step 3: Uploading Work Samples



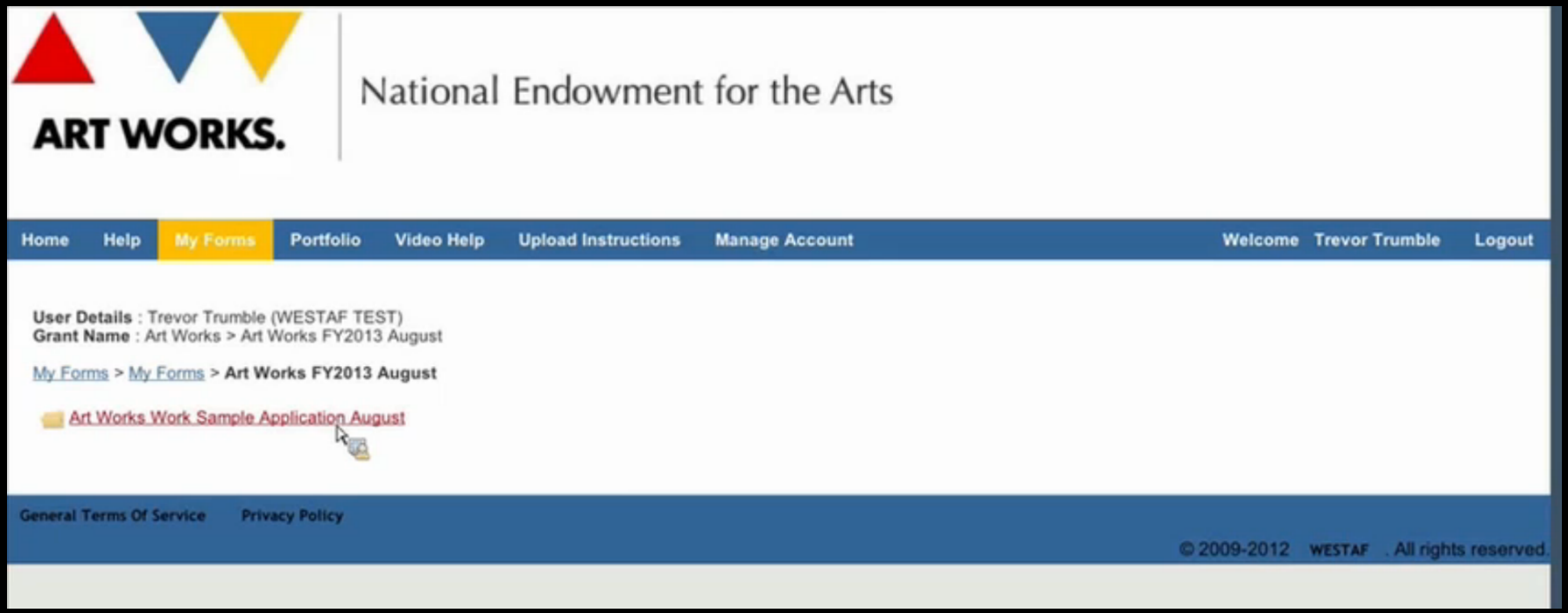
Once you have reset your password, you may login. After you login, this screen will appear. Click “My Forms.”

Step 3: Uploading Work Samples



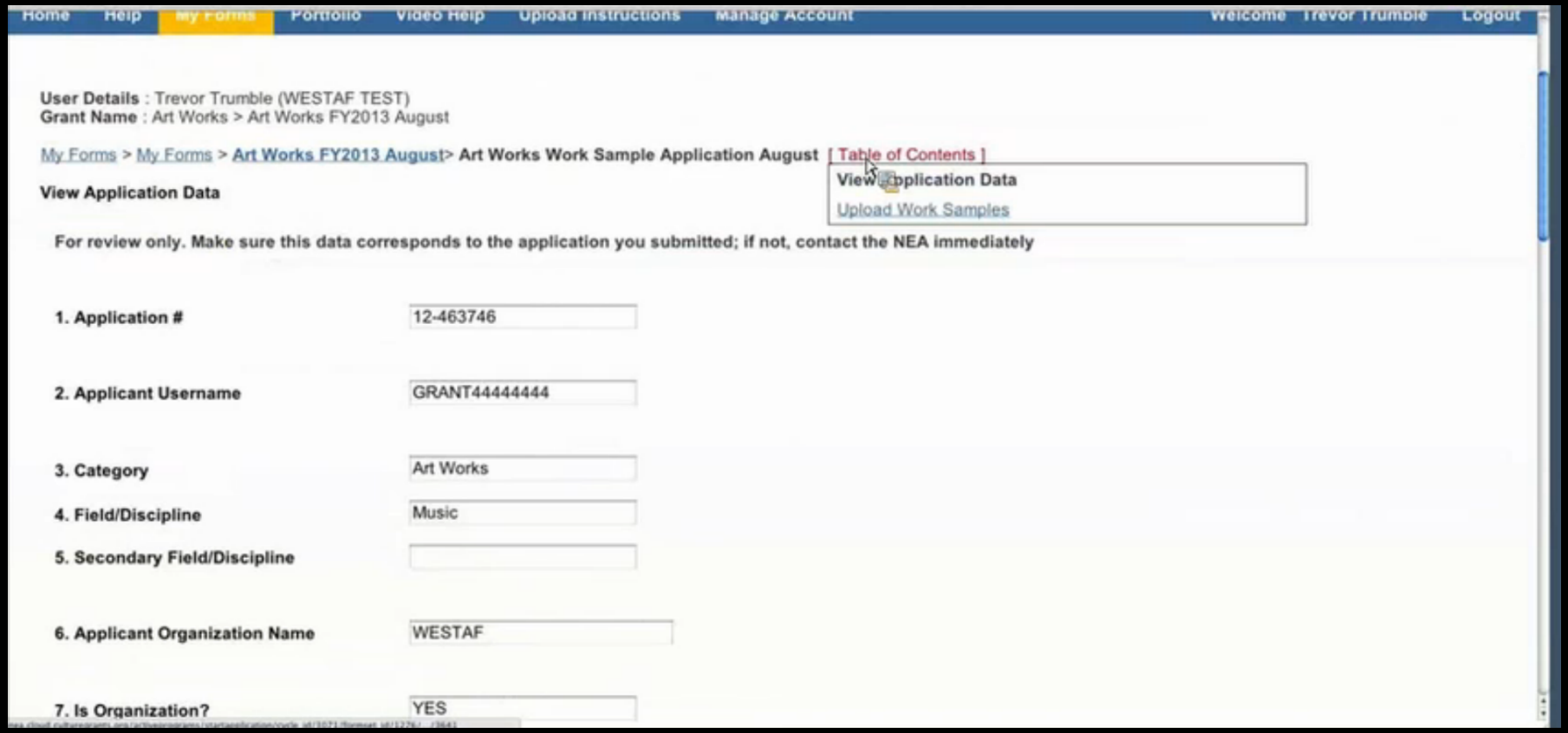
"My Forms" will take you to this page. Click the "Actions" button.

Step 3: Uploading Work Samples



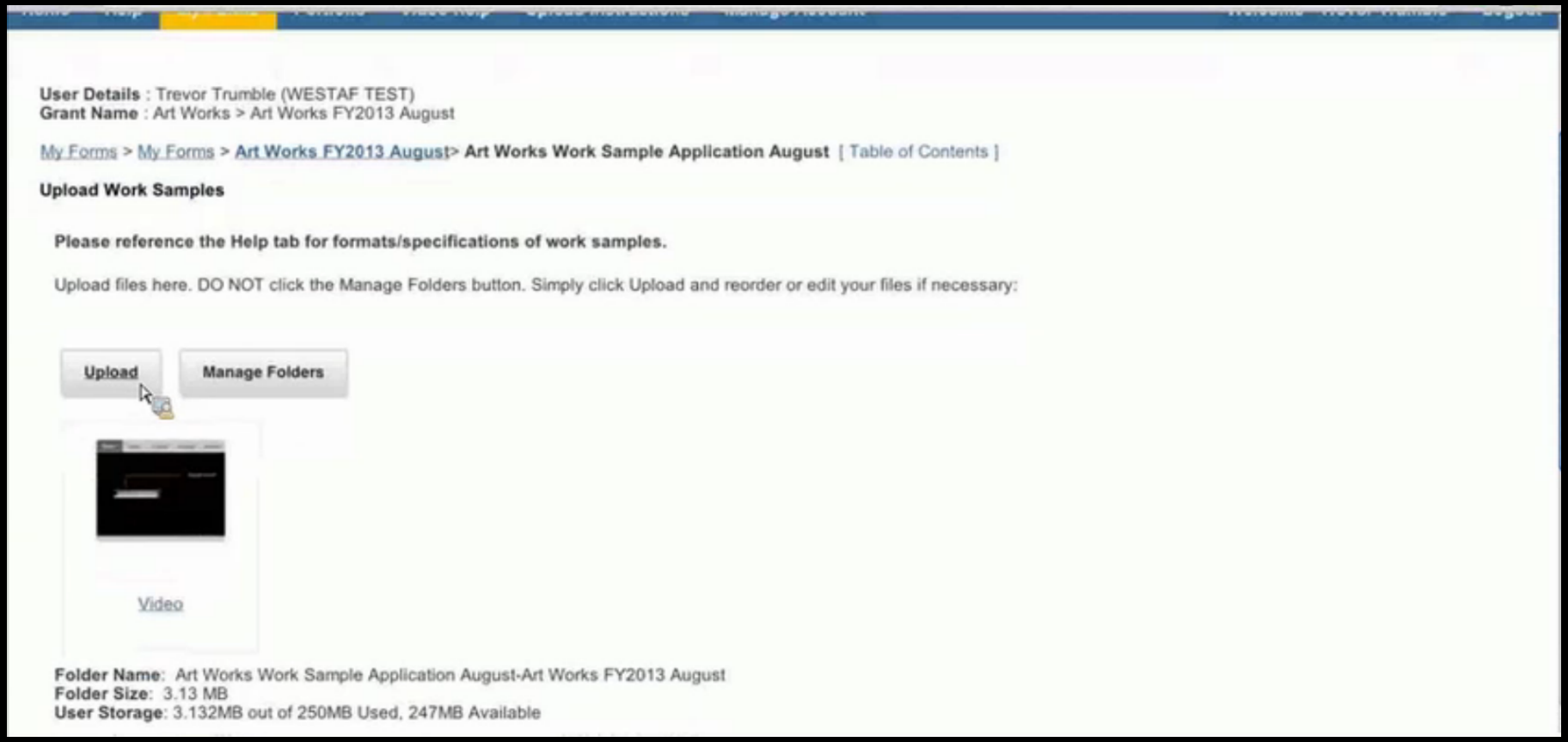
Then click the “Japan-U.S. Friendship Commission Application” link.

Step 3: Uploading Work Samples



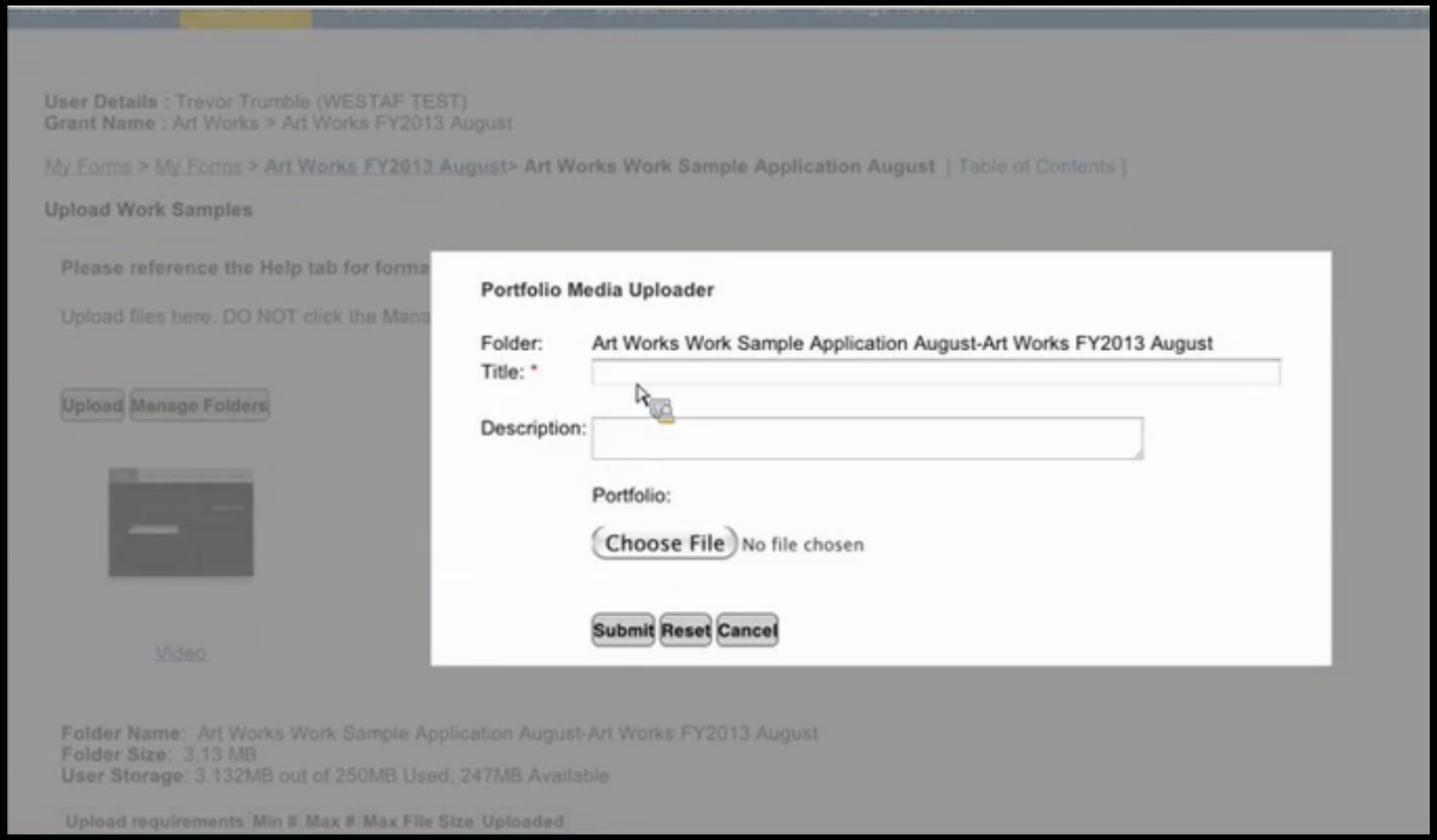
Your application data will be displayed. If any of the data is incorrect, please contact the NEA to make changes. Hover over “Table of Contents” and click “Upload Work Samples.”

Step 3: Uploading Work Samples



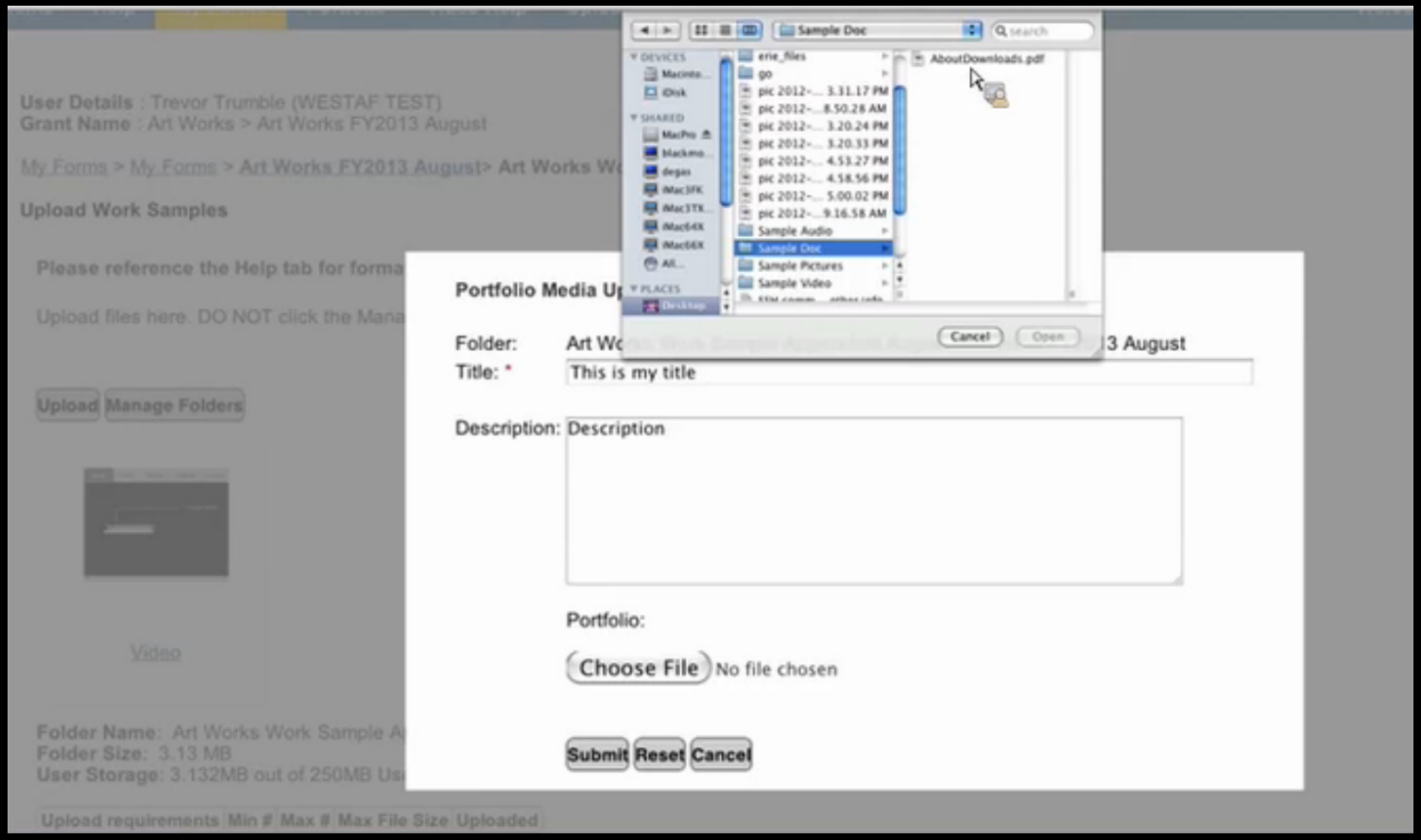
Click the “Upload” button to upload your work samples. DO NOT click the “Manage Folders” button.

Step 3: Uploading Work Samples



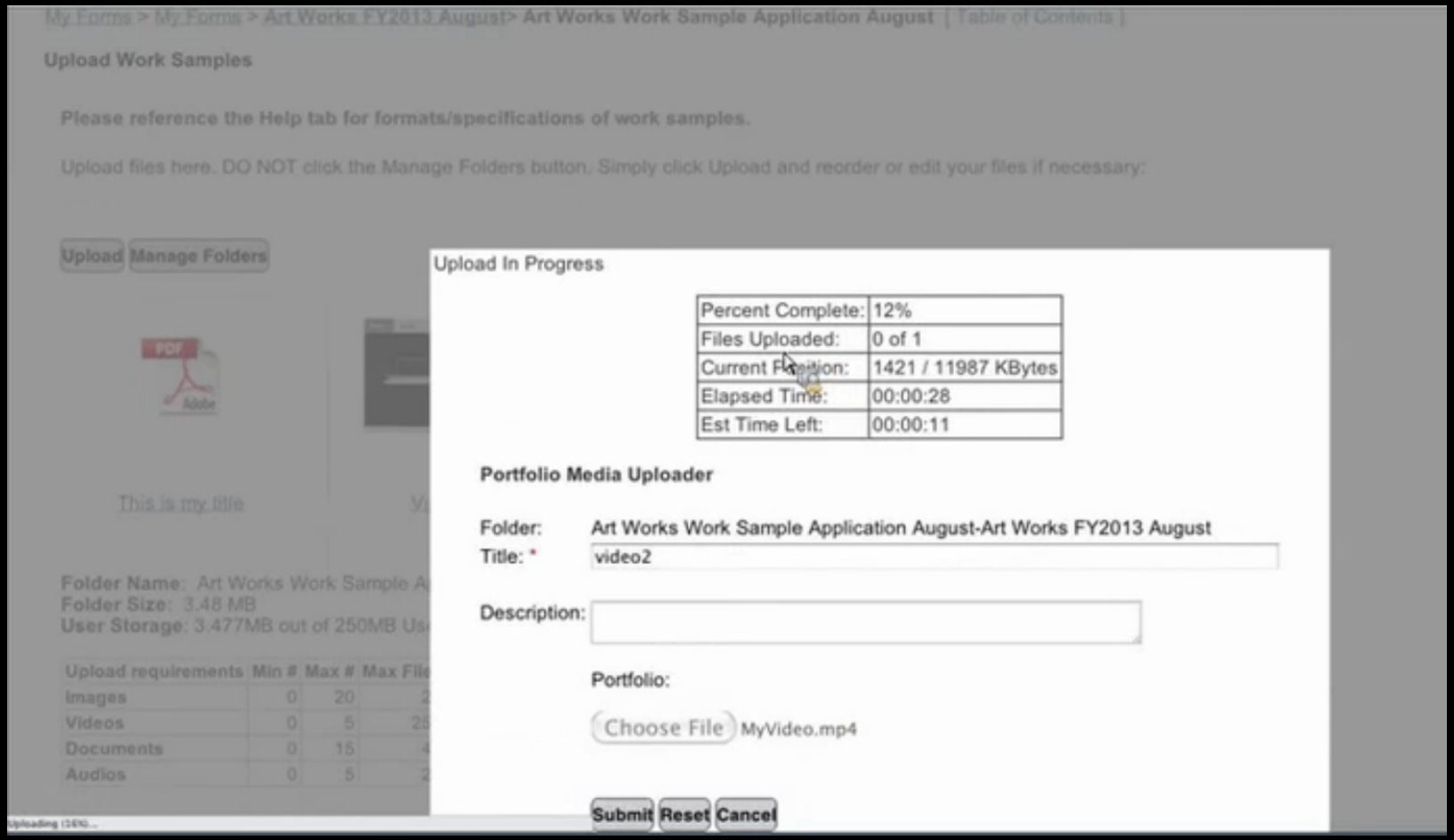
This screen will appear next. Enter the title of your work sample and a brief description. Then select “Choose File.”

Step 3: Uploading Work Samples



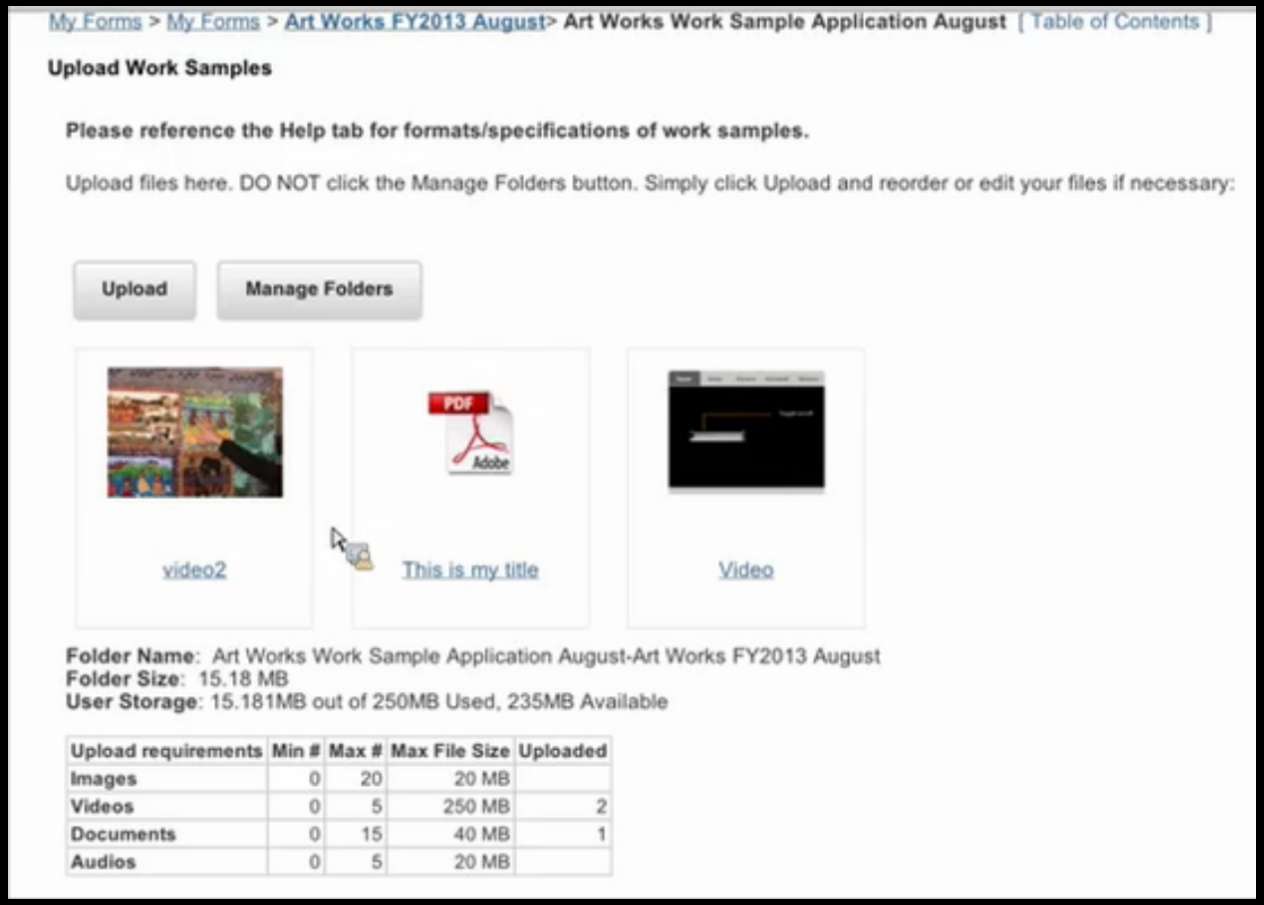
Select the work sample, and remove spaces from the file name. The title may have spaces. Once you have selected your work sample, click the “Submit” button on the Portfolio Media Upload Screen.

Step 3: Uploading Work Samples



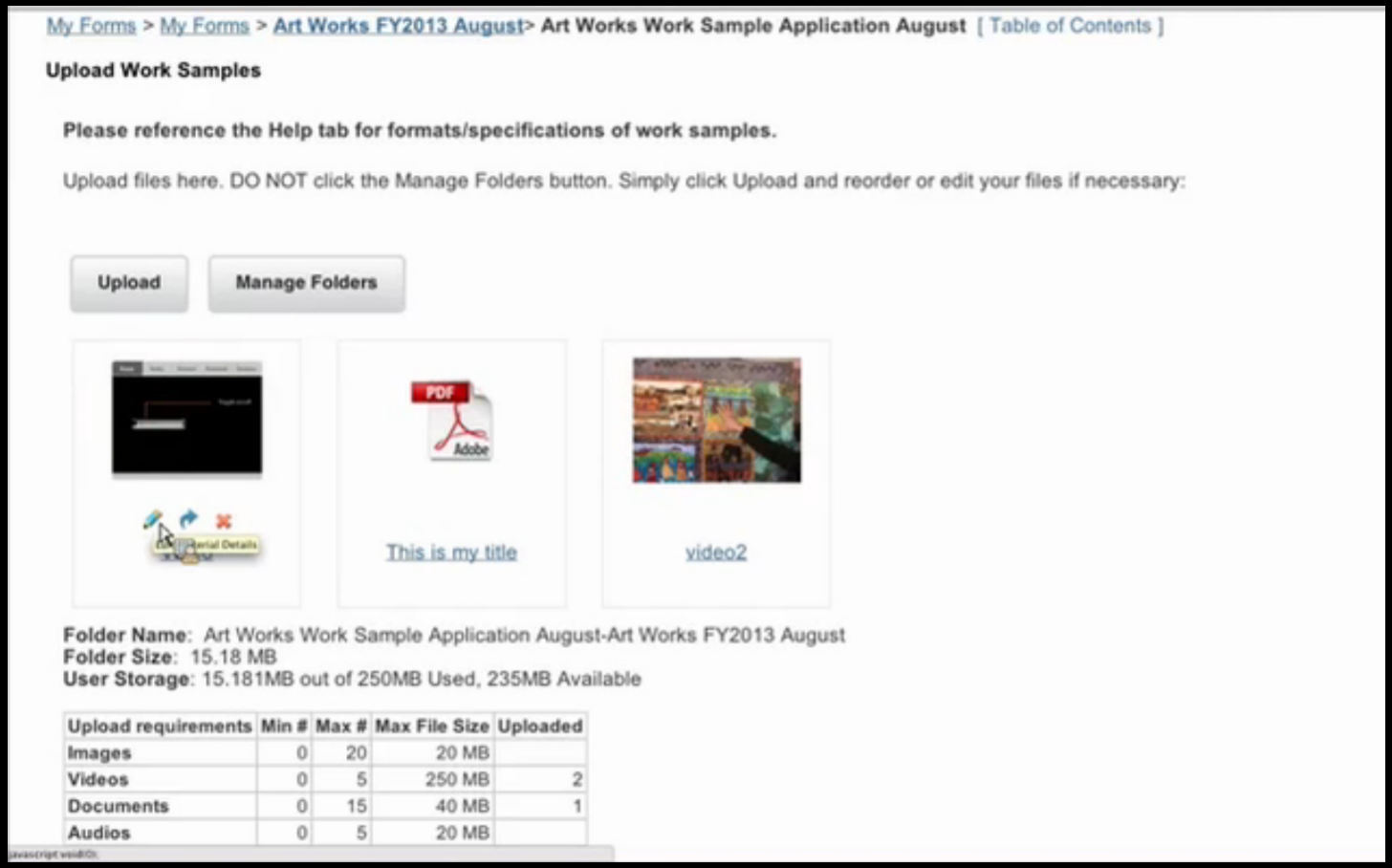
Video files will take more time to upload. This chart will display the progress. DO NOT navigate away from this screen until complete.

Step 3: Uploading Work Samples



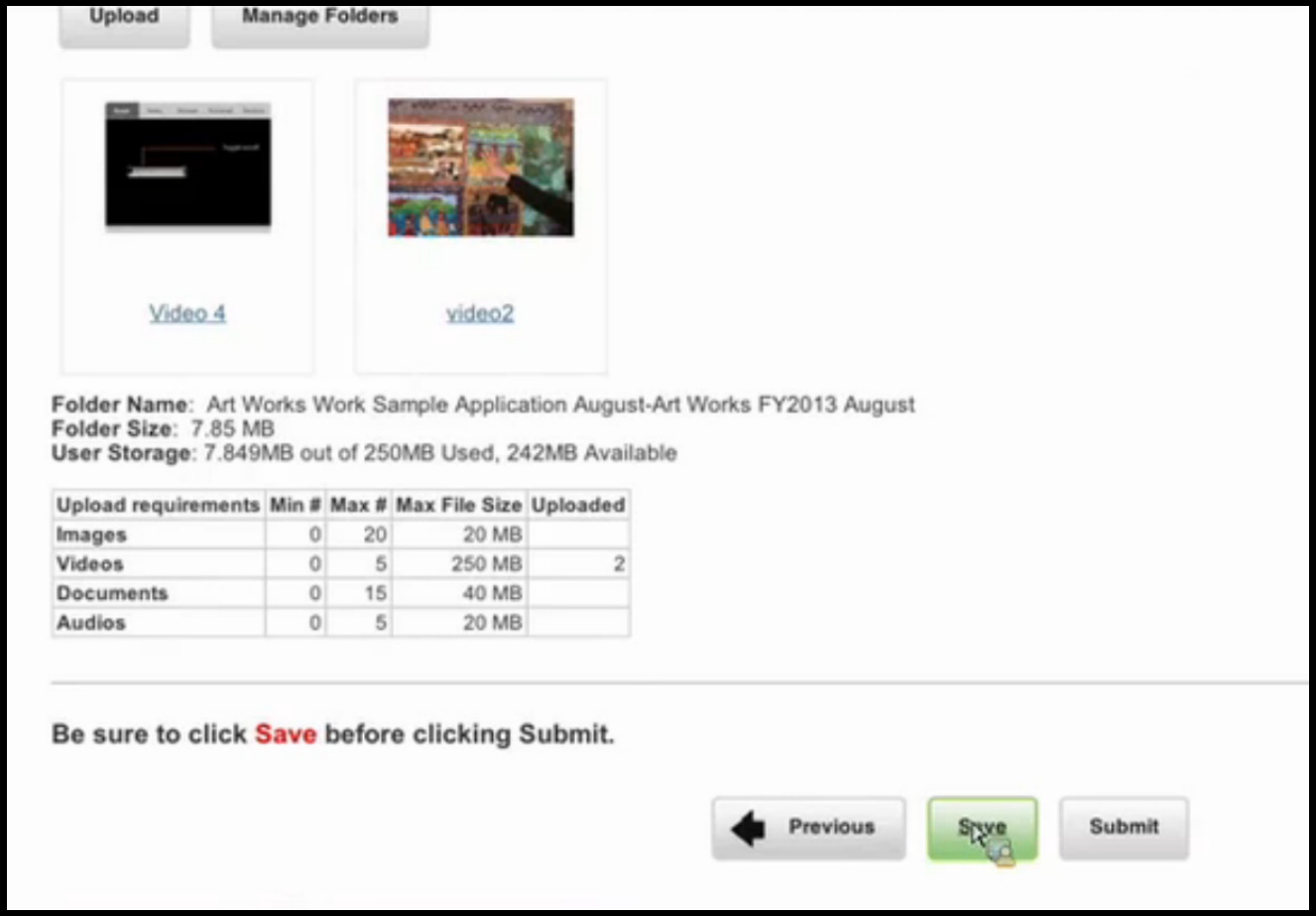
Once the uploads are complete, the screen display the files similarly to the above screen. Video files may take longer to convert to the web, so please be patient.

Step 3: Uploading Work Samples



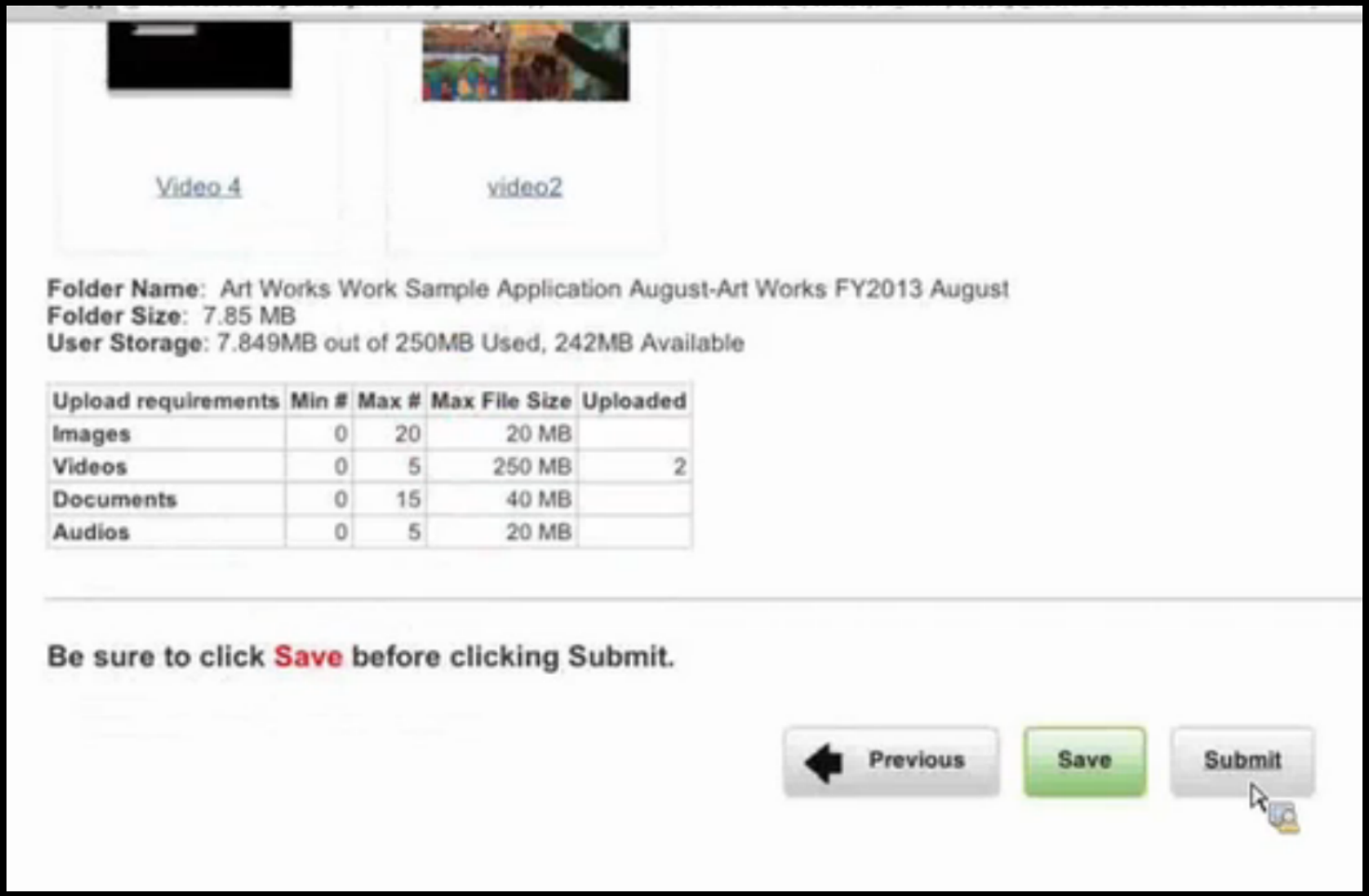
You can change the order of your work samples by clicking and dragging the edges of the boxes. You may also edit titles and descriptions by clicking on the pencil tool.

Step 4: Submitting Work Samples



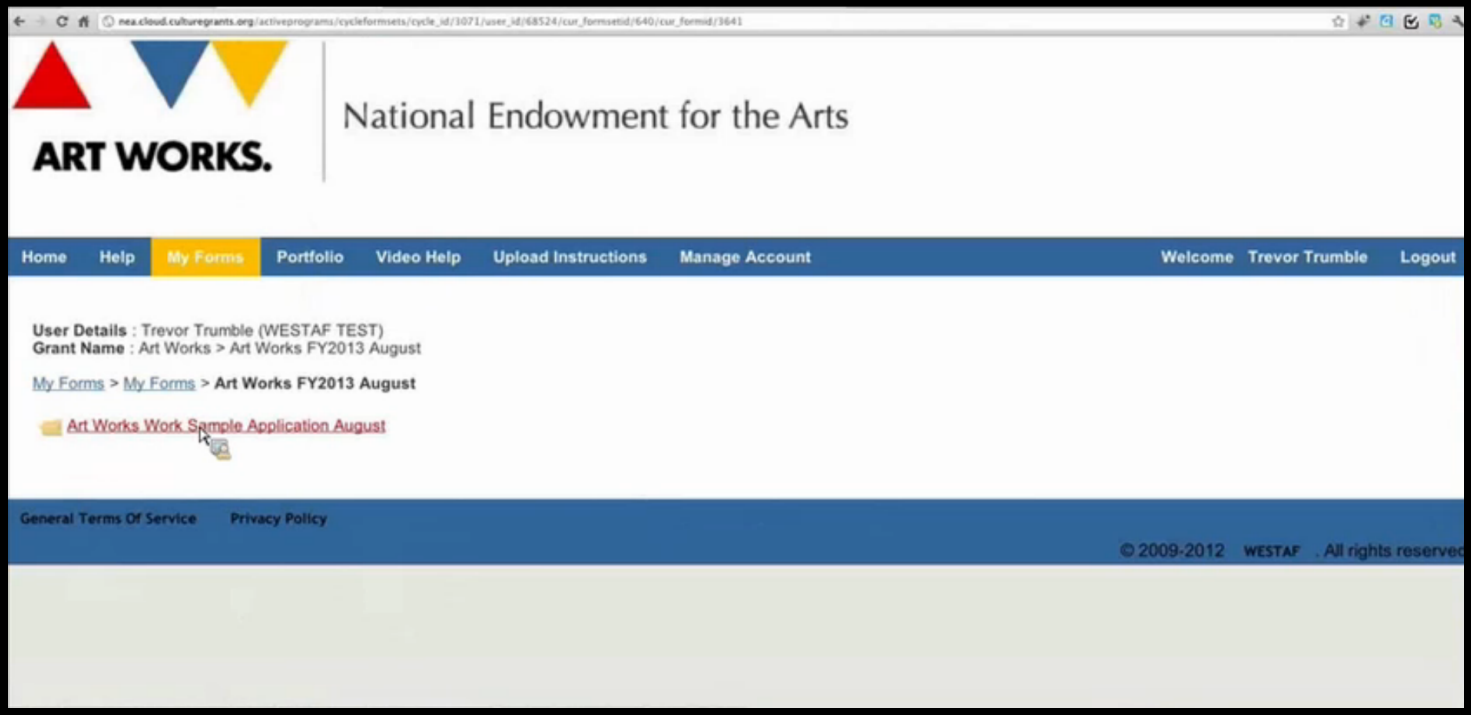
Once you have uploaded your work samples, and everything is in your preferred order, be sure to click "Save."

Step 4: Submitting Work Samples



After you select “Save,” the page will refresh. Then you may finish submitting your work sample by selecting “Submit.”

Step 4: Submitting Work Samples



After you finish submitting your work samples, you will be redirected to this screen where you may logout. You will also receive an email confirming the submission of your materials.

Questions and more information

Please Contact:

Guiomar Ochoa

Email: ochoag@arts.gov

ART WORKS.
arts.gov